1. PURPOSE AND AUTHORITY

   a. The purpose of this standard operating procedure (SOP) is to establish procedures for submitting a classification request for Office of Research and Development (ORD) field activities. This SOP must be followed by supervisors and support staff who submit classification requests.

   b. Authority to classify positions under the General Schedule (5 USC 51) and Federal Wage System (5 USC 53) is delegated (i.e., Delegated Classification Authority (DCA)) as indicated in Part I.3. of VA Handbook 5003.

2. PROCEDURES

   a. **Submitting a Classification Request in Light Electronic Action Framework (LEAF).** See Appendix A.

   b. **Returning a Classification Request in LEAF.** See Appendix B.

3. RESPONSIBILITIES

   a. **Office of Research and Development (ORD) Supervisor, management official or representative/desiginee.** Responsible for submitting all necessary materials with classification requests in the Classification LEAF system for position classification review.

   b. **HROO CSSU staff.** Responsible for assigning Classification LEAF requests for position classification action (e.g., reviews, evaluations, documentation).

4. DEFINITIONS

   a. **Classification Light Electronic Action Framework (LEAF).** The automated classification workload system used to submit classification requests.
b. **Pen and Ink Changes.** Non-substantive changes to an existing PD that do not materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

c. **Position Descriptions (PDs).** The official documentation of management’s assignment of duties, level of responsibilities, and supervisory relationships within a position classified based on OPM and other (e.g., Agency) applicable guidelines such as laws, regulations, policies, standards, and directives.

d. **Redescription.** Substantive changes to an existing PD that materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

5. REFERENCES

   a. 5 USC Chapter 51 (Classification)
   
   b. 5 USC Chapter 53 (Prevailing Rate Systems)
   
   c. *VA Handbook 5003 (Position Classification, Job Grading, and Position Management)*
   
   d. Classification LEAF site: [WMC-HROO Classification SSU](https://va.gov)
   
   e. *VHA Classification SOP, 05-Classification-001*

6. REVIEW AND RECERTIFICATION

SOPs must be reviewed upon recertification or when there are changes to the governing documents, systems, or organization, whichever occurs earlier. Authors will be required to review existing SOPs or policies two years following the latest signature date. Recertification (review and approval by Signatory Authority) will be required five years following the latest signature date.

7. SIGNATORY AUTHORITY

JON DEMOREST
for Adam D. Mann
Director, HROO CSSU

**Date Approved:** August 10, 2023
**Review Date:** August 31, 2025
**Recertification Date:** August 31, 2028
Appendices:

Appendix A: ORD Submitting a Classification Request in Leaf
Appendix B: Returning a Classification Request in Leaf
ORD SUBMITTING A CLASSIFICATION REQUEST IN LEAF

1. Go to the Classification Light Electronic Action Framework (LEAF) site at:

   https://leaf.va.gov/NATIONAL/742/HR/.

2. Select “New Request: Start a new request” by clicking on it once with your mouse.

3. On the landing page you will see your name and telephone number already populated as it appears in the Global Address List on the left-hand side. Select “FIELD ORD USE ONLY” on the right-hand side and then “Click here to Proceed” to go to the next screen.
4. Begin filling out the form fields. Required fields will show * Required

Type your name in the "Point of Contact" box.

Use the free text box to enter any comments you would like the CSSU Team to see.

Details of the request, background information about the position; number of FTEE; HRSmart PN(s); permanent, temporary, or intermittent; supervisory/nonsupervisory. Any other information that is important to the position.
5. Choose the files to upload to the request. Documents will include an Org Chart, PD in MS Word, OF-8, Current PD, Completed Panel Forms (4670 If Applicable), ORD/CSP Approval Message, Subordinate Staff Position Descriptions if Supervisory, and Additional Items As Needed. Then click the Next Question link to go to the next page.

6. Submit your request by clicking the “Submit Request” button.

7. You will then receive a confirmation email reflecting that your classification request was submitted.
RETURNING A CLASSIFICATION REQUEST IN LEAF

1. When additional information is needed (e.g., a draft proposed PD needs revisions), the Classification LEAF request will be returned to the initiator of the request. The initiator will receive an email from the LEAF system noting the details of what is needed. Please click the hyperlink in the email to be returned to the LEAF request. NOTE: Only the initiator will be able to make revisions; if a change to the initiator is needed, please contact Classification to effect that change.

2. You will then be returned to your Classification LEAF request. Click the small notebook with the pencil icon in the top right-hand corner of the section to make edits to the Classification LEAF request.
3. An editable page will pop-up for making any necessary revisions.

4. Save changes by clicking “Save Change” at the top righthand corner of the pop-up page.
5. You will then be directed back to the request. Click the “Re-Submit Request” button in the top center of the screen.